**Stakeholder Analysis Template**

**1. Overview of Stakeholder Analysis**

Stakeholder analysis helps you identify key individuals or groups impacted by your project, understand their interests and needs, and manage their expectations. This ensures that your project aligns with the holistic, patient-centered care approach of osteopathic practices.

**2. Stakeholder Table**

| **Stakeholder** | **Role/Interest** | **Impact of Project** | **Level of Influence (High/Medium/Low)** | **Engagement Strategy** |
| --- | --- | --- | --- | --- |
| **Example: Patients** | Recipients of care; want shorter wait times and better access. | Direct impact on care experience | High | Regular updates; surveys for feedback |
| **Example: DOs** | Responsible for implementing changes; concerned about workflow changes. | Will need to adapt to new processes | High | Involve in planning and decision-making |
| **Example: Receptionist (Private Practice)** | Administering new intake process. | Significant role in process improvement | Medium | Provide training; regular check-ins |
| **Example: Clinic Director (Clinic Setting)** | Oversees clinic operations; responsible for success of project. | Direct responsibility | High | Regular progress updates |
| **Example: IT Specialist** | Responsible for implementing new scheduling software. | Indirect, supports technology use | Medium | Consult regularly on system requirements |

**3. Instructions for Use**

1. **Identify Stakeholders**: List all individuals or groups affected by the project (e.g., patients, staff, clinic leadership).
2. **Define Their Role/Interest**: Describe their relationship to the project (e.g., they might use the new system, provide input, or be impacted by outcomes).
3. **Assess Impact of Project**: How will the project affect them? Will it change their workflow or improve patient experience?
4. **Determine Level of Influence**: Rank each stakeholder’s influence on the project’s success (High, Medium, Low).
5. **Develop Engagement Strategy**: Plan how you will involve or inform each stakeholder (e.g., regular updates, feedback sessions, meetings).

**4. Sample Filled Stakeholder Analysis (Private Practice)**

| **Stakeholder** | **Role/Interest** | **Impact of Project** | **Level of Influence (High/Medium/Low)** | **Engagement Strategy** |
| --- | --- | --- | --- | --- |
| **Patients** | Recipients of care, experience changes in wait times and care access. | Direct impact on care experience | High | Surveys for feedback, appointment reminders |
| **Receptionist** | Administering new intake and scheduling process. | Direct involvement in new workflow | High | Training sessions, weekly check-ins |
| **External IT Support** | Set up and maintain new scheduling software. | Indirect role, supports tech system | Medium | Consult regularly on system setup |

**5. Sample Filled Stakeholder Analysis (Clinic Setting)**

| **Stakeholder** | **Role/Interest** | **Impact of Project** | **Level of Influence (High/Medium/Low)** | **Engagement Strategy** |
| --- | --- | --- | --- | --- |
| **Patients and Families** | Receive care; interested in faster service and improved communication. | Direct impact on care experience | High | Surveys and feedback, family meetings |
| **DOs** | Provide care; must adjust to new processes. | Will directly implement process changes | High | Engage in planning; involve in testing |
| **Clinic Admin Team** | Coordinate clinic operations, including scheduling. | Critical to the success of operational changes | High | Weekly progress updates, daily briefings |
| **Clinic Director** | Oversees all clinic operations and ensures success of the project. | Directly responsible for overall project | High | Bi-weekly reports, leadership meetings |
| **IT Specialist** | Implement and maintain new systems. | Indirect, provides technical support | Medium | Consult during setup, provide ongoing support |

**6. Stakeholder Engagement Plan (Example)**

| **Stakeholder Group** | **Engagement Strategy** | **Timing** | **Responsible Person** |
| --- | --- | --- | --- |
| **Patients** | Regular surveys and feedback sessions | Monthly | Clinic Manager |
| **Clinic Staff** | Weekly updates and check-ins | Weekly | Lead DO |
| **IT Specialist** | Consult during implementation | As needed | Project Manager |
| **Clinic Leadership** | Bi-weekly reports, leadership meetings | Every two weeks | Clinic Director |

**7. Benefits of Stakeholder Analysis**

* **Clear Communication**: Ensures everyone knows their role and how they are impacted by the project.
* **Involvement**: Helps you engage stakeholders early, addressing concerns before they become problems.
* **Smooth Implementation**: Involving the right people at the right time prevents delays and resistance.

**Instructions:**

1. **Identify stakeholders early**: List out all the key people involved or affected by the project.
2. **Engage regularly**: Make sure you involve and update stakeholders throughout the project to get their feedback and buy-in.
3. **Adapt strategies**: Use different engagement strategies for different stakeholders based on their level of influence and interest.